

USDA PLE Tool Instructions

Here are the steps you will follow to complete your Paid Lunch Equity Calculation for SY 14-15.

- Go to our website (<http://www.doe.in.gov/nutrition/snp-pricing-guidance>) and click on the USDA Paid Lunch Equity (PLE) Tool which is under the Pricing Requirements for Lunch Only section.
- The first thing you should do is click File, Save As, then name it something you will remember (maybe put your school corporation name along with USDA Tool SY 14-15) and find a place to save a copy on your computer.
- Start with the Unrounded Requirement Finder tab and go to the bottom section which asks for the SY 2010-11 Weighted Average Price (if your school only has one site and only has one paid meal price then you can just enter that price in the box for 2010-11 since you do not have multiple prices to average).
 - If needed, there is a link to a tab to calculate the SY 2010-11 Weighted Average Price, which takes you to the SY 2010-11 Price Calculator tab.
 - You can get your October 2010 paid meal counts by going to Program Year 2011 in CNPweb and viewing the October 2010 claim (click the folder icon to the left to see the individual sites so you can get your meal counts by site for each price).
 - Enter the 2010-11 Weighted Average Price in the appropriate box on the Unrounded Requirement Finder tab.
- Once you enter the 2010-11 Weighted Average Price, it will calculate the SY 2013-14 Unrounded Price Requirement (Price 2 in the yellow box) that you will put in the pink box under Step One at the top of the page. Once you enter that in the box under Step One it will calculate the SY 14-15 Weighted Average Price Requirement.
- That will carry over to the SY 14-15 Price Calculator tab which is where you go to next. You then enter your current meals and prices in the SY 2013-14 Weighted Average Price section to see what your current weighted average price is. You can get your October 2013 paid meal counts by going to Program Year 2014 in CNPweb and viewing the October 2013 claim like you did for the October 2010 claims above. The tool then compares your current Weighted Average Price to your SY 14-15 requirement to see if you have to raise your prices. This will summarize at the bottom.
- The other tabs are there if you are interested in contributing non-Federal funds instead of raising prices so most schools won't need those tabs. Non-Federal funds can be money from the General Fund or a donation from an outside organization but not from a la carte sales or any funds from your foodservice account.
- Don't forget to click Save again when you are done with your calculations. Keep a copy of this for your records showing how you did your calculation and met your requirement. You will put your new prices for SY 14-15 in CNPweb when you complete your Sponsor and Site Applications for the upcoming year.
- Contact Tina Herzog at cherzog@doe.in.gov or 317-232-0872 if you have any questions.